



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>Deputy Assistant Director (Executive Level)</b>
3	<b>Posting Number</b>	<b>PN # 112123</b>
4	<b>Department</b>	<b>Mayor's Office</b>
5	<b>Division</b>	<b>Affirmative Action and Contract Compliance</b>
6	<b>Section</b>	<b>Director's Office</b>
7	<b>Reporting Location</b>	<b>611 Walker, 7<sup>th</sup> Floor</b>
8	<b>Workdays &amp; Hours</b>	<b>M - F, 8:00 a.m. - 5:00 p.m.*</b>
		<b>*Subject to change</b>
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Assists the Affirmative Action Director in the management, coordination, implementation, administration and operation of various Affirmative Action and Contract Compliance activities, plans and projects. Manages and directs managers, reviews operations, and may establish objectives within the assigned department. Establishes policies, procedures, guidelines, and project schedules. Drafts correspondence. Reviews and evaluates correspondence and various proposed ordinances, plans, letters of agreements, and amendments. Manages, trains, develops, counsels, and evaluates staff performance. Coordinates the preparation, implementation, and monitoring of the budget and expenditures. Assists in the design and implementation of special systems, plans, and projects. Acts as liaison to other departments, government agencies, and the private sector. Researches, reviews, and evaluates new data, reports, products, and other information. Develops and interprets codes, ordinances, and specifications.	
10	<b><u>WORKING CONDITIONS</u></b> The position is physically comfortable.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Business Administration, Public Administration, or a closely related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Seven years of progressively more complex/responsible administrative experience related to MWDBE Program certification and administration, outreach, training, and/or contract compliance are required, with at least three years in a supervisory capacity. Ability to make effective decisions and to establish and maintain effective supervisory and working relationships with subordinates, City officials, clients and the public.  A Master's degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> None.	
14	<b><u>PREFERENCES</u></b> Proven organizational, verbal and written communication skills, and the ability to work effectively with the general public and other city departments. Knowledge and experience with MWDBE programs; outreach; training; contract compliance; or other Affirmative Action activities. Experience in report production and analysis; proficiency with Microsoft Office Suite. Bilingual (English/Spanish) a plus.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None.	
16	<b><u>SAFETY IMPACT POSITION:</u></b> Yes If yes, this position is subject to random drug testing and any person selected for this position must successfully pass a drug test before appointment.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  <div><div>Salary Range - Pay Grade 30</div><div>\$1, 999.00 - \$3,614.00 Biweekly\$51,974.00 - \$93,964.00 Annually</div></div>	
18	<b><u>OPENING DATE</u></b>	August 16, 2006
19	<b><u>CLOSING DATE</u></b>	Open to Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> The Human Resources TDD phone number (713) 759-0838.	
	An equal opportunity employer	